



Indiana Department of Correction  
6075 Lakeside Boulevard  
Indianapolis, IN 46278  
1-800-PEN-2550  
317-388-8580

# ORDER FORM

Ship to Address				Bill to Address		Customer Order #	
Contact Person				Contact Person		Order Date	
Phone Number				Phone Number		Expected Delivery Date	
QTY.	UNIT	CATALOG #	DESCRIPTION		UNIT PRICE		TOTAL PRICE
					SUB TOTAL		
If tax exempt, please attach a copy of your tax exemption certificate.				6% Sales Tax (if applicable)			
				Delivery Charge (if applicable)			
				TOTAL			
Authorized Signature and Title of Agency Head							
Price Correct By:				Authorized Sales Representative		Date	